

**CHANGE ORDER MEMORANDUM**

CEM-4903 (REV 06/2016)

Page 1 of 1

DATE \_\_\_\_\_

TO			FILE	
FROM			CONTRACT NO. _____	
CHANGE ORDER NO. 4			CO-RTE-PM _____	
SUPPLEMENT NO.			FED NO. _____	
CATEGORY CODE ASZZ			CONTINGENCY BALANCE (Including this change) \$ _____	
CHANGE ORDER AMOUNT \$ _____			HEADQUARTERS APPROVAL REQUIRED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
SUPPLEMENTAL FUNDS PROVIDED \$ _____			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ORIGINAL CONTRACT TIME: _____ DAY(S)	TIME ADJUSTMENT THIS CHANGE: 0 DAY(S)	PREVIOUSLY APPROVED TIME ADJUSTMENTS: _____ DAY(S)	PERCENTAGE TIME ADJUSTED (Including this change) _____ %	TOTAL # OF UNRECONCILED DEFERRED TIME (Including this change) _____

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

**This change order provides for:**

Payment of interest for late payments of undisputed change order bills.

**Reason for Change:**

The contractor submitted acceptable change order bills in the amount of \$40,000 on September 8, 2010, for work performed on Change Order No. 2 and Change Order No. 3. However, because of filing errors in the resident engineer's office, these bills were not paid within the time limits specified in Section 9-1.03, "Payment Scope," of the *Standard Specifications*. The bills were paid on the estimate for the period ending December 20, 2010, and the check including payment for these bills was issued January 6, 2011.

**Method of Payment:**

The interest paid by this change order is calculated for the 77-day period beginning October 20, 2010, and ending January 5, 2011. Records and calculations used to determine the payment adjustment at lump sum are on file in the project records.

**Time Adjustment:**

No time adjustment is warranted.

CONCURRED BY:		ESTIMATE OF COST	
CONSTRUCTION ENGINEER/BRIDGE ENGINEER	DATE	THIS REQUEST	TOTAL TO DATE
PROJECT ENGINEER	DATE	ITEMS	
PROJECT MANAGER	DATE	FORCE ACCOUNT	
FHWA REP.	DATE	AGREED PRICE	
ENVIRONMENTAL	DATE	ADJUSTMENT	\$843.84
MAINTENANCE	DATE	<b>TOTAL</b>	<b>\$843.84</b>
OTHER (SPECIFY)	DATE	<b>FEDERAL PARTICIPATION</b>	
HQ OR DISTRICT PRIOR APPROVAL BY	DATE	<input type="checkbox"/> PARTICIPATING <input type="checkbox"/> PARTICIPATING IN PART <input type="checkbox"/> NONE <input type="checkbox"/> NON-PARTICIPATING (Maintenance) <input type="checkbox"/> NON-PARTICIPATING	
RESIDENT ENGINEER SIGNATURE	DATE	<b>FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)</b>	
		<input type="checkbox"/> CHANGE ORDER FUNDED PER CONTRACT <input type="checkbox"/> CHANGE ORDER FUNDED AS FOLLOWS	
		FEDERAL FUNDING SOURCE	PERCENT
		_____	_____
		_____	_____
		_____	_____

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